

RESEARCH, EDUCATION, AND ECONOMICS
AGRICULTURAL RESEARCH SERVICE
www.ars.usda.gov

“Solving Problems for the Growing World”

VACANCY ANNOUNCEMENT

Announcement Number: ARS-X5E-0348
Demo/Alternative Merit Promotion

Position Title/Series/Grade:
MAINTENANCE WORKER
WG-4749-07

More than one position will be filled from this announcement

Promotion Potential: WG-7

Employment Type: Full-time - Permanent

Grade and Salary Range:
WG-07 \$17.74 - \$20.70 Per Hour

Location of Position:
ARS, Research Facilities Services
Building Maintenance Branch
Beltsville, Maryland

Who Can Apply (You **must** include a statement in your application that you are a U.S. citizen to be considered for this position): All U.S. Citizens

Opening Date: September 19, 2005

Closing Date: Open Until Filled – First cut-off date will be October 11th with subsequent cut-off dates every three weeks

For copies of vacancy announcements and/or application materials, please call (301) 504-1482. For additional information regarding employment opportunities, please visit <http://www.afm.ars.usda.gov/hrd/jobs/apply.htm>.

Contact Information

Human Resources Specialist:
Susan Mooring
(301) 504-1360

DC Relay Service: (202) 855-1234 (TDD)

Send Applications to:
USDA, Agricultural Research Service
Human Resources Division
Attn: Susan Mooring
5601 Sunnyside Avenue, Stop 5104
Beltsville, MD 20705-5104
Fax: (301) 504-1535
E-mail: scirecruit@ars.usda.gov

Applications must be received, e-mailed or faxed by the cut-off date of the announcement, to be considered within that cut-off period. Applications received in Government envelopes will not be considered.

Please take advantage of the Application Package Checklist at the end of this announcement to ensure your application is complete.

Applications will also be accepted from USDA Surplus and Federal Displaced Employees in the commuting area.

Major Duties:

As a maintenance worker, the selectee will perform a combination of plumbing/pipefitting/carpentry duties, carpentry/roofing duties or carpentry/electrical duties.

Duties include, but are not limited to performing carpentry work by measuring, cutting and installing wood, wood products and related construction materials; assisting in the construction and repair of various items, assisting carpenters in building scaffolds, racks, shelves, animal feeders, platforms, forms for concrete, etc.; repairing roofs using such materials as asphalt, roll tar paper, galvanized metal, etc.; installing, repairing, or replacing insulating materials such as rigid fiberglass boards and fiberglass blankets or batts on duct work; performing repair, maintenance and overhaul to standard types of locking devices; performing the more routine plumbing/pipefitting duties concerned with inspection, maintenance and repair to water, sewer, air, gas, vacuum and heating systems; performing the less difficult installation, repair and maintenance tasks such as soldering of copper piping; cutting, threading and gluing polyvinylchloride (PVC) plastic piping for distilled water and Breezo systems; performing the more routing troubleshooting operations in steam and hot water heating systems; installing, maintaining and repairing bad switches, relays and outlets; testing circuits, systems and equipment; replacing light switches, circuit breakers, fuses, relays, fixtures and controls. Removing snow/ice from BARC grounds during inclement weather.

Working Conditions and Other Considerations:

Works inside and outside of buildings in all types of weather. Work is performed in ducts, attic crawl spaces and sometimes under extremes of temperature. Subject to danger of falling from ladders, scaffolds, and through floor openings and is subject to cuts, bruises, burns, dust, dirt, noise and hazards of falling objects. Subject to irritation of eyes, skin and respiratory tract from sanding and dusting surfaces.

Hours of Work: In general this position is scheduled to work Monday through Friday on a day-time schedule. You may be required to report for duty during emergencies, critical periods, or when the government is closed due to inclement weather or other reasons.

CERTIFICATIONS AND/OR LICENSES

Applicant must possess (or be able to obtain within 60 days of appointment) and maintain a valid State Commercial Driver's License, Class B or higher.

If performing locksmith duties, must possess (or be able to obtain within 90 days of appointment) and maintain a valid locksmith certification.

Physical Requirements:

Works from ladders, scaffolding and platforms at heights up to 60 feet. Frequently lifts parts and/or equipment that may weigh up to 90 pounds.

If performing locksmith duties, must have good hand-eye dexterity.

A PRE-EMPLOYMENT PHYSICAL EXAMINATION IS REQUIRED FOR ALL APPOINTEES WHO ARE NEW TO THE FEDERAL GOVERNMENT PRIOR TO THE APPOINTMENT.

Qualifications Required: Your education and experience will be evaluated against all qualification requirements (basic and any additional requirements) listed below.

Basic Requirements

1. Ability to do the work of Maintenance Worker without more than normal supervision (Screen-Out)
2. Knowledge of equipment assembly, installation and repair, etc.
3. Technical Practices (theoretical, precise, artistic)
4. Ability to interpret instructions, specifications, etc., (includes blueprint reading)
5. Ability to use and maintain tools and equipment
6. Knowledge of materials.

**SUPPLEMENTAL EMPLOYEE QUESTIONNAIRE
MAINTENANCE WORKER
WG-4749-07
ANNOUNCEMENT NUMBER: ARS-X5E-0348**

Note to applicant: Information presented will be used to rate your application. You cannot be given credit for work you do not document. All questions must be answered. Questions not answered will be considered to indicate that you have not performed that particular work assignment.

**1. Ability to do the work of a Maintenance Worker without more than normal supervision.
(SCREEN OUT)**

*Indicate your own assessment of your ability and experience in the following trades. **First**, after each listed trade, write your ability level as one of the following choices:*

Journeyman
Apprentice
Helper
Laborer
No Experience

***Second**, describe your experience in the following trades. Be specific in the types of tasks you performed, and in listing **all** the tools used to perform those particular tasks. If necessary, please use separate sheet(s) of paper to provide complete answers.*

Carpentry:

Plumbing:

Pipefitting:

Roofing:

Electrical:

2. Knowledge of equipment assembly, installation and repair, etc.

For each task, choose one number that best describes your experience and/or training, and put that number in the appropriate blank.

Carpentry

1 = Some training, no experience

2 = Perform task under close supervision

3 = Perform task using own initiative and judgment

4 = Journeyman/expert with extensive experience

- _____ Plan, measure for, and construct items such as shelves, bins, platforms, frames, ceilings etc.
- _____ Make necessary repairs and replacement of doors, wall siding, frames and sashes, etc.
- _____ Repair and replace studs, joists, corner posts, shingles, clapboards and patches floors.
- _____ Repair or replace baseboards, stairs, railings, etc.
- _____ Layout, measure, and cut pine, oak, plywood, or other wood products or sheet rock.

Check the following tools you have used.

- _____ Band or scroll saw
- _____ Drill press
- _____ Drills
- _____ Glue guns
- _____ Hammer
- _____ Hand saw
- _____ Measuring tape
- _____ Metal shears
- _____ Miter
- _____ Power nailers and fasteners
- _____ Power sanders
- _____ Radial saw
- _____ Routers
- _____ Screw guns
- _____ Screwdrivers
- _____ Other tools (please list)

Plumbing

For each task, choose one number that best describes your experience and/or training, and put that number in the appropriate blank.

1 = Some training, no experience

2 = Perform task under close supervision

3 = Perform task using own initiative and judgment

4 = Journeyman/expert with extensive experience

- _____ Remove, clean, reinstall or replace joints and fixtures such as traps, faucets and unions.
- _____ Measure, cut, bend and thread pipe

_____ Install couplings, unions and joints

Check the following tools you have used.

- _____ Closet auger
- _____ Cutters
- _____ Divider
- _____ Hacksaw
- _____ Hand pipe threader
- _____ Hydrostatic pump
- _____ Lead pump
- _____ Packing and/or caulking irons
- _____ Pipe wrenches
- _____ Plumb bob
- _____ Power pipe threader
- _____ Other tools (Please list)

Pipefitting

For each task, choose one number that best describes your experience and/or training, and put that number in the appropriate blank.

- 1 = Some training, no experience
- 2 = Perform task under close supervision
- 3 = Perform task using own initiative and judgment
- 4 = Journeyman/expert with extensive experience

- _____ Perform maintenance and repair to water and steam systems.
- _____ Clean and rebuild steam traps
- _____ Install, modify and repair new and existing high-pressure piping systems
- _____ Install, repair or replace insulating material on duct work.
- _____ Solder copper piping

Check which of the following you have used.

- _____ stocks and dies
- _____ cutters
- _____ threaders
- _____ flange pullers
- _____ wrenches
- _____ hammers
- _____ electric hand drills
- _____ chisels
- _____ cutter-reamer-threader
- _____ Other tools (Please list)

Roofing

For each task, choose one number that best describes your experience and/or training, and put that number in the appropriate blank.

- 1 = Some training, no experience
- 2 = Perform task under close supervision
- 3 = Perform task using own initiative and judgment
- 4 = Journeyman/expert with extensive experience

- _____ Install shingles and tiles
- _____ Repair leaky roofs
- _____ Remove defective roofing
- _____ Apply roofing felt and asphalt
- _____ Apply aluminum roofing

Check the following tools you have used.

- _____ Pry bars
- _____ Hammers
- _____ Nail pullers
- _____ Roofing mops
- _____ Asphalt kettles
- _____ Other tools (Please list)

Electrical

For each task, choose one number that best describes your experience and/or training, and put that number in the appropriate blank.

- 1 = Some training, no experience
- 2 = Perform task under close supervision
- 3 = Perform task using own initiative and judgment
- 4 = Journeyman/expert with extensive experience

- _____ Cutting wiring from connections and inserting the replacement
- _____ Splicing, tightening and soldering wiring to connections
- _____ Testing circuits, systems and equipment

Check the following tools that you have used

- _____ Screwdrivers
- _____ Hacksaws
- _____ Meggers
- _____ Wire strippers
- _____ Oscilloscopes
- _____ Tests lamps
- _____ Ammeters
- _____ Other tools (Please list)

3. Technical Practices (theoretical, precise, artistic).

1. Give at least one example of work situations which required you to invent new methods to complete a job that could not be completed using traditional methods.

2. Give at least one example of work you have performed that required knowledge and experience in new and up-to-date trade practices.

3. Describe a situation in which you were required to detect and solve an unusual problem.

4. Does your supervisor plan your basic work?

_____ frequently _____ occasionally _____ seldom _____ never

4. Ability to interpret instructions, specifications, etc., (Includes blueprint reading).

Place an "X" next to the statements that describe your ability to follow instructions without confusion.

_____ Oral directions from supervisor

_____ Oral directions from co-workers

_____ Written instructions

_____ Work Orders

_____ Requests or complaints from staff

_____ Manufacturers guides

_____ Technical Manuals

_____ Standard Operating Procedures

_____ Drawings, blueprints showing a single view with few dimensions

_____ Drawings, blueprints showing two or three views and all dimensions

_____ Drawings, blueprints showing three views with repetitious dimensions omitted.

Place an “X” next to the level of your ability in drawings, plans or blueprint reading.

- _____ Following drawing with instructions
- _____ Independently preparing working drawings
- _____ Independently interpreting drawings
- _____ Explaining drawings to other workers

5. Ability to use and maintain tools and equipment.

A. Describe the carpentry tools you have actually used and maintained (cleaned, sharpened, adjusted, etc.)

B. Describe the pipefitting tools you have actually used and maintained (cleaned, sharpened, adjusted, etc.)

C. Describe the plumbing tools you have actually used and maintained (cleaned, sharpened, adjusted, etc.)

D. Describe the roofing tools you have actually used and maintained (cleaned, sharpened, adjusted, etc.)

E. Describe the electrical tools you have actually used and maintained (cleaned, sharpened, adjusted, etc.)

Check the applicable statement.

- _____ Uses and maintains common tools and equipment on own judgment and initiative.
- _____ Uses common tools and equipment under close supervision.

6. Knowledge of materials.

For each type of material in the following groups, choose the number that best describes your experience and/or training and put that number in the appropriate blank.

1. Have not used
2. Use materials for the job when chosen by others.
3. Independently selects the proper materials for a job.
4. As necessary, independently makes substitutions of materials.
5. Serves as technical expert to others on the use of materials.

Carpentry

____ Lumber
____ Plywood
____ Paneling
____ Wood composite materials
____ Sheet rock

Plumbing

____ Caulk
____ Elbows
____ Reduction couplings
____ Tile pipe
____ Traps

Pipefitting

____ Relief valves
____ Check valves
____ Expansion Joints
____ Pumps
____ Gauges
____ Pressure Regulators

Roofing

____ Shingles
____ Aluminum
____ Tiles
____ Roofing Felt
____ Asphalt

Electrical

____ Conduit (pipe or tubing)
____ Insulated wires

_____ Insulated cables
_____ Plastic-covered wire
_____ Breakers
_____ Transformers

Do you have a valid, State Commercial Driver's License (Class B or higher)?

_____ Yes

_____ No

If you answered yes, please include a copy.

I certify that to the best of my knowledge, all of the above information is true, correct, complete and made in good faith.

Other Important Information

Benefits Package:

A Benefits Package is authorized for this position. Additional information about Federal benefits can be obtained at www.usajobs.opm.gov/ei61.htm.

Veteran's Preference:

For further details, call the U.S. Office of Personnel Management (OPM) at 703-724-1850 or TDD 978-461-8404. Select General Information on the Federal Employment Policies and Procedures, and then Veterans Preference and Special Appointing Authorities for Veterans. Visit their VetGuide website at <http://www.opm.gov/veterans/html/vetguide.asp>.

Relocation Expenses:

Payment of relocation expenses will be determined in accordance with P&P 412.5, Recruitment and Retention Incentives and Other Special Pay, Sections 6 and 7, as amended by Bulletins 03-402 and 05-412.5, which may be found at <http://www.afm.ars.usda.gov/ppweb/412-05.htm#H10>. See also http://www.afm.ars.usda.gov/hrd/staffing_recruit/reloweb.htm.

Financial Disclosure Requirement:

Federal employees are subject to prohibitions against officially dealing with outside organizations in which they have a financial interest. You may be required to submit a financial disclosure report if hired for this position.

False statements:

If you make a false statement in any part of your application, you may not be hired; may be fired after beginning work; or may be fined or jailed.

Optional Form 306, (Declaration for Federal Employment):

If you are selected for this position, you will be required to complete this form before an offer may be made.

USDA Surplus/Federal Displaced Employees:

USDA Surplus/Federal displaced employees must submit documentary evidence of eligibility. Well qualified surplus and displaced employees within the local commuting area will receive selection priority as provided by OPM regulations. Well-qualified means the applicant meets the basic qualification and eligibility requirements and all selective placement factors; is rated above minimally qualified against the KSAs or quality criteria; and is able to satisfactorily perform the duties of the position upon entry. Applicants must submit the following:

- 1) a copy of your RIF Separation Notice or Certification of Expected Separation or other documentation indicating that you are a surplus employee;
- 2) evidence of full performance level of current position;
- 3) a copy of your most recent performance appraisal; and
- 4) a copy of your most recent SF-50, Notification of Personnel Action, to verify reassignment eligibility.

Selective Service System:

Males over age 18 who were born after December 31, 1959, must have registered with the Selective Service System (or have an exemption) to be eligible for Federal employment.

Reasonable Accommodation:

Reasonable accommodation may be provided to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, or have questions regarding reasonable accommodation and/or accessibility for any part of the application and hiring process, please contact the Disability Program Manager on 202-720-6161 or through the DC Relay Service on 202-855-1234 (TDD). The decision to grant reasonable accommodation is made on a case-by-case basis.

Civil Rights Policy Statement:

The U.S. Department of Agriculture (USDA) is an equal opportunity employer and provider. Discrimination is prohibited in all USDA programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's Target Center on 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 202-720-5964 (voice and TDD).

If application packages do not contain all of the requested information, you may lose consideration for the job. To help you ensure your application fully outlines your qualifications and eligibility for this position, please submit the following documentation.

- ☐ Optional Form 612 (Optional Application for Federal Employment), SF-171 (Application for Federal Employment), Resume, Curriculum Vitae, or other document outlining your qualifications (Go to <http://www.opm.gov/forms/html/of.asp> and scroll down to obtain the OF-612).

The following information is required of all applicants:

- ☐ Announcement number, title, and grade(s) of the position
- ☐ Full name, mailing address (including zip code) and day and evening phone numbers (with area code)
- ☐ Social security number
- ☐ Statement that you are a U.S. citizen (if not using the OF-612 or SF-171)
- ☐ Copy of DD Form 214 (Certificate of Release or Discharge from Active Duty) (if claiming veteran's preference) (Visit the following web site for additional information:
<http://www.opm.gov/employ/veterans/html/vetguide.asp>)
- ☐ SF-15 (Application for 10-point Veteran's Preference) plus the support documentation required by this form (if claiming 10-point veterans preference) (Go to the web site at <http://www.opm.gov/forms/html/sf.asp> to obtain form.)
- ☐ Paid and non-paid work experience related to the position. For each period of work experience include:
 - ___ Job title
 - ___ Series/grade (if Federal employment)
 - ___ Duties and accomplishments
 - ___ Employer's name and address
 - ___ Supervisor's name and contact information
 - ___ Starting and ending dates of employment (at least month & year)
 - ___ Number of hours worked per week
 - ___ Salary
 - ___ Indicate if we may contact current supervisor/employer
- ☐ Other job related information, such as training courses (title & year); skills (e.g., other languages, computer software/hardware, tools, etc.)
 - ___ Certificates/licenses (current)
 - ___ Honors, awards, and special accomplishments
 - ___ Supplemental questionnaire if applicable (usually for Federal Wage System positions - WG, WL, WS)
- ☐ Copy of college transcripts (if qualifying all or in part on the basis of education for this position) (If you have non-conventional education, e.g., foreign study, continuing education units, life experience, etc., go to the web site at <http://www.opm.gov/qualifications/SEC-II/s2-e4.htm#e4a> and look under the heading "Other Education" for information governing acceptability of this type of education.)

- ☐ Copy of SF-50 (Notification of Personnel Action) to verify possession of competitive civil service status (if you are a current or previous federal employee)
- ☐ Copy of most recent performance appraisal (if you are a current federal employee)
- ☐ Second copy of application package (if the position is open to candidates outside the federal government AND if you are a current federal employee or a candidate with reinstatement eligibility and wish to be considered under both merit promotion and competitive examining procedures).
- ☐ Support documentation for eligibility for special hiring authorities, such as disability, Peace Corps service, etc. (If you have questions about whether you are eligible for a particular hiring authority, please call the servicing HR specialist or visit the web site at <http://www.usajobs.opm.gov/a2.htm> and scroll down to the subject heading, "Category".)
- ☐ Support documentation if you are a USDA surplus or federal displaced employee (See pertinent section under "Other Important Information" below.)
- ☐ Self-certification of typing speed (if required as a basic qualification for the position)
- ☐ While not required, a separate response to the required knowledge, skills, and abilities (KSAs listed under Specialized Experience) and Selective Placement Factor(s), if present, for this position may better highlight your specific qualifications for this position. (For an explanation of KSAs, go to the web site at <http://www.ars.usda.gov/careers/whatksa.html>).

If this is your first time applying for a federal job, or if you wish to view more detailed information about various aspects of applying for federal jobs, go to <http://www.opm.gov/forms/html/of.asp> and scroll down to access the Office of Personnel Management (OPM) Optional Form 510.